

**SUMMARY OF THE
MEMBERSHIP AND OUTREACH MEETING
MARCH 13, 2002**

The Membership and Outreach Committee of the National Environmental Laboratory Accreditation Program (NELAP) met on Wednesday, March 13, 2002, at 2:00 p.m. Eastern Standard Time (EST) via teleconference. Chairperson Sherry Clay of the Texas Department of Health led the meeting. A list of action items is given in Attachment A. A list of participants is given in Attachment B. The purpose of the meeting was to discuss items that follow.

MINUTES

Ms. Clay called the meeting to order and took attendance. Minutes will be reviewed at the next teleconference call.

NELAC POSTER

Ms. Clay faxed a draft sketch of the poster to the committee members. Discussion ensued as the committee reviewed the poster with the following results discussed below.

Margaret Prevost researched the information concerning the size of the program. The poster will display specific data in a side bar containing the following information:

- 1248 laboratories with NELAP certification in 45 states
- 11 laboratories in Canada
- 3 laboratories in Puerto Rico
- 1 laboratory in France
- 1 laboratory in Norway

Emphasis will be placed on laboratory and nationwide participation. A map will also be displayed to create a visual impact.

A three-panel layout of the poster was suggested. The first panel will cover NELAP. This will include the scope of NELAP and which states are involved. The middle panel will cover the overall goals of both NELAP and NELAC. This will include benefits to regulatory authorities, encourage data integrity, and web information among others. The third panel will cover NELAC. This will include who participates, the history of the conference, and the purpose. The three panels will make a visual distinction between NELAP & NELAC, the program and the conference. Definitions of NELAC and NELAP will be taken off the fact sheets from the website. More information for content development is found on the web site under the link labeled "Background".

The sections that will be deleted from the draft version are:

- What's in it for me?
- How does the private sector participate?

It was determined that the target audience is state and environmental regulators. Emphasis is toward environmental quality and data of known and documented quality.

It was suggested that handouts be used for interested parties to take because the booth will be unmanned. Fact sheets can be taken from the FAQ sheets on the NELAC website which include federal, state, and environmental users. Ms. Clay will contact the appropriate parties to work out the logistics of who will set up the display.

The size of the poster will be a tabletop display. Agnus Henning of EPA will design and print the poster. This committee is responsible for the correct verbiage. Jeanne Hankins will give the final approval. Ms. Clay will edit the poster and fax the new draft.

FUTURE MEETINGS

The next meeting will be held on Wednesday, March 20, 2002, at 2:00 p.m. EST.

ADJOURNMENT

With no further business to discuss, the meeting was adjourned.

**ACTION ITEMS
MEMBERSHIP & OUTREACH COMMITTEE MEETING
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Item No.	Action	Date to be Completed
1.	Ms. Clay will contact ECOS to invite them to participate in the next teleconference.	03/13/02
2.	Ms. Therry will draft a section of the poster that would help encourage small laboratories to join NELAC.	ASAP
3.	Ms. Prevost to send program size information to Ms. Clay via e-mail.	ASAP
4.	Ms. Clay will contact the appropriate parties to work out the logistics of who will set up the display.	
5.	Ms. Clay will edit the poster and fax the new draft.	ASAP
6.	Mr. Zahnizer will email Ms. Clay concerning the contact information for the State of WI to set up the logistics for the set up of the booth.	ASAP

**PARTICIPANTS
MEMBERSHIP & OUTREACH COMMITTEE MEETING
MARCH 13, 2002**

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